

Recognising Formal and Informal Writing

1. Who do you think the extract below was written for? Circle the intended audience.

I regret to inform you that I must resign my position as Head Girl with immediate effect. I acknowledge that my recent behaviour has caused much controversy and is unacceptable for a person in my position. I feel a more suitable individual should be selected to represent our students.

school friend

grandparent

headteacher

police

2. List the differences between the two extracts below. Think about the genre, audience, purpose, structure and language used.

A. Dear Diary,
What a day!!! I saw a mega smash on my way to school this morning. This numpty smashed straight into a taxi. The taxi driver was well angry and they started shoving each other about. It was so silly!!!

B. On the morning of Tuesday 22nd February, at approximately 8.30am, I was on my way to Barton Primary School.

I travelled on foot along Albert Road, and just as I approached the junction with Collie Close, I witnessed a green car driving past me at high speed.

3. James has written the sentence below.

According to my mate Steve, you've told everyone that it was me who bust the mirror in the school loo, even though I wasn't even there on Monday.

He says,



I have written this sentence in a formal tone.

Is James correct? Explain your answer.